



Governor Brian Schweitzer

Montana **Department of Labor and Industry** **Business Standards Division**

MONTANA BOARD OF OUTFITTERS

(406) 841-2304

www.outfitter.mt.gov

PROCEDURES FOR CHANGING YOUR INACTIVE OUTFITTER LICENSE TO ACTIVE STATUS

1. Submit the \$375.00 active license renewal fee along with your completed outfitter license renewal packet. If you have already sent in \$200.00 and have renewed your license on the inactive status for the current license year then you need to send in the remaining active license fee, which is \$175.00.
2. If your outfitter license has been inactive more than (3) years you are required to take and pass the written laws and rules examination. You must complete and submit an outfitter license application. Once the application is considered complete, the Board office will send you written confirmation of the date and time you are scheduled for examination. The exams are given on the second Tuesday every three months starting with January. Therefore, the exams are given in January, April, July and October. Examinations are always held at a pre-scheduled location in Helena, Montana. The examination fee is \$150.
3. Submit a new completed operation plan. You can download the application from the Board's website listed at the top of this letter.
 - a. Attach a copy of your written rate schedule and refund policy.
 - b. Attach a copy of your current certificate of liability insurance.
 - c. Attach a copy of current First Aid certification.
 - d. Attach a written request to the Board of Outfitters for re-activation of your license.
4. If you are a hunting outfitter and have not already have an established a Net Client Hunting Use (NCHU) you need to submit a completed NCHU application along with the required fees. You can download the application from the Board's website listed at the top of this letter.

P.O. BOX 200513 • 301 SOUTH PARK • HELENA MT 59620-0513 • PHONE (406) 841-2373

FAX (406) 841-2309 • TTD (406) 444-0532

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